

**Timeline for Florida Plant Conservation Program (FPCP) Subrecipients
of USFWS, Section 6 “Traditional” funding from Endangered Species
Act to Conduct Rare Plant Conservation Projects**
(revised 20170117, M. Jenkins FPCP Biologist)

Timeline summary: FPCP Subrecipients examine all program administrative limitations and start administrative process within their organization in the Fall and then prepare and submit Proposals in January, and get notified in the Spring of funding status. If awarded Subrecipients usually receive contracts in late summer, begin work in October lasting a little over a year, until the next late-November. Brief, quarterly Progress Reports (FDACS form #02018) are submitted as is one, in-depth Final Report. This is the maximum time Subrecipient may use but project duration can be less. Invoicing/Payment Requests (FDACS form #02019) can be monthly or at least annually, depending on Subrecipient needs.

Before January “Year 1”

Make sure all proposal protocols of your organization are known and are being followed to ensure efficient processing of your proposal. There are very significant, non-negotiable considerations to examine before preparing the proposal, such as the 10% Indirect Cost Rate maximum on federal funds (15% max. on Matching Funds) and Intellectual Property of findings being property of FDACS. Ensure you have permission from landowner where work is proposed and have necessary permits one year to six months in advance of rare plant conservation work. Consult with USFWS or other biologists on rare plant needs.

January “Year 1”

Last Friday in January proposals due to FPCP for projects that will start in October of “Year 1” and continue to November of “Year 2” (the following year).

July or August “Year 1”

FPCP will let Subrecipients know if their project will be funded for the year, starting in October of Year 1. Subrecipients will receive acceptance communication as soon as possible by FPCP following acceptance and final allocation of funds by the United States Fish and Wildlife Service. Potential awardees may inquire to FPCP biologist as to their status as early as March, “Year 1”.

August or September “Year 1”

Subrecipients will receive their contract, called Federal Financial Aid Subrecipient Agreement (FFASA) and its very important Work Plan (taken from Subrecipient’s Proposal). This is sometimes set back in time substantially because of contract negotiations, government shutdowns, etc., etc., etc.

October 1, “Year 1”

Work may begin for Subrecipients when FFASA has been signed.

Timeline for Florida Plant Conservation Program (FPCP) Contractors

v. 20170117 (Continued...)

December 31, “Year 1”

1st quarterly Progress Report Due (FDACS Form 02018).

March 31, “Year 2”

2nd quarterly Progress Report Due (FDACS Form 02018).

June 30, “Year 2”

3rd quarterly Progress Report Due (FDACS Form 02018).

September 30, “Year 2”

4th quarterly Progress Report Due (FDACS Form 02018).

November 23,

Final Report Due. This is the more detailed, in-depth report that is in same format as Proposal.

Nov. 30, “Year 2”

FDACS Form 02019, Subrecipient Payment Request Form for invoicing due (this will be included in FFASA between FDACS and Subrecipient). Invoicing may be as often as monthly, or annually. Payments will not be made if FDACS Form 02019 is submitted past this date because of the annual nature of the funding, and account closure within FDACS.

Dec. “Year 2”

FDACS account for FPCP program closes (no payments possible). This is why it is so important to have rare plant conservation projects finished and Payment Requests in by Nov. 30. This is stated in FFASA and Subrecipients will be “out of contract” if this deadline is not made, as well as unable to receive payment for rare plant conservation work. FDACS account closure for FPCP is also why there are no extensions for rare plant conservation projects.

“Year 1 through Year 6”

Please retain records such as receipts, ledgers, accountings of work, etc. (used for Year 1 work) for five years past end of rare plant conservation project and be prepared for an audit during this time period.